



## **MEETING AGENDA**

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
TOWN OFFICE, 85 MAIN STREET  
PITTSFIELD, NEW HAMPSHIRE 03263

---

### **TUESDAY, JULY 19, 2016**

5:00 p.m. - Call to order – early meeting time to meet with department head(s) in non-public session

#### **NON-PUBLIC SESSION**

5:30 p.m. - Call to order – regular session

7:00 p.m. – 8:30 p.m. – Public Forum

**PUBLIC INPUT** – regarding agenda items only

#### **AGENDA REVIEW**

#### **NEW BUSINESS**

##### **ACTION ITEMS**

1. Audit engagement letter – Plodzick & Sanderson, P.A., fiscal years 2015 through 2017
2. Avitar Associates' response letter – 2015 utility assessment error
3. FEMA Hazard Mitigation Grant – for 42 Chestnut Street demolition
4. Old Home Day Committee request – use of Depot/Franklin Street parking lot
5. Signed policy request from Town Clerk
6. NHMA Legislative Policy Process for 2017-2018
7. Board of Selectmen meeting information on town website
8. Board of Selectmen remainder of summer meetings

##### **COMMITTEE REPORTS**

1. Pittsfield Aqueduct Committee – Chairman Okrent will be present to give an update

##### **INFORMATION ITEMS**

1. Town Hall standing desktops
2. Public Hearing, Tuesday, August 2, 2016, 6:15 p.m. – sale of 33 & 37 Main Street hearing #1
3. Public Hearing, Tuesday, August 16, 2016, 6:15 p.m. – sale of 33 & 37 Main Street hearing #2
4. Public Hearing, Tuesday, September 6, 2016, 6:15 p.m. – Housing Standards inspection fees

#### **OLD BUSINESS**

1. Town hall basement (4/5/16)
2. Sale of town owned tax-deeded property
  - a. Five parcel combined offer - (5/24/16)
    - i. Tax Map U4, Lot 25 – 1 Fayette Street
    - ii. Tax Map U4, Lot 26 – Depot Street (was #7)
    - iii. Tax Map U3, Lot 127 – Fayette Street (parking lot parcel 1 of 2)
    - iv. Tax Map U3, Lot 128 – Bridge Street (parking lot parcel 2 of 2)
    - v. Tax Map U3, Lot 118 – Franklin Street parking lot
3. Housing Standards Agency – inspection fee increase (tabled 6/21/16, public hearing 9/6/2016)

## **APPLICATIONS and WARRANTS**

1. Notice of Intent to Cut – True Road – tax map R13, lot 3
2. Sewer User Fee Abatement – 98 South Main Street

## **CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

## **MINUTES**

1. July 5, 2016 – Public Meeting Minutes
2. July 5, 2016 – Non-Public Meeting Minutes

## **PUBLIC INPUT**

TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
PUBLIC FORUM  
TUESDAY, JULY 19, 2016

The Pittsfield Board of Selectmen will be holding a forum to have the public come and share their ideas for lowering the tax burden. Light refreshments will be provided.

This forum will be held on Tuesday, July 19, 2016, from 7:00 p.m to 8:30 p.m., following a brief Board of Selectmen meeting, at the Pittsfield Town Office, 85 Main Street, Pittsfield NH 03263.



Edward T. Perry, CPA

June 22, 2016

James A. Sojka, CPA

Sheryl A. Pratt, CPA

Michael J. Campo, CPA

To the Members of the Board of Selectmen  
and Ms. Cara Marston, Town Administrator  
Town of Pittsfield  
P.O. Box 98  
Pittsfield, NH 03263

Donna M. LaClair, CPA\*\*

Ashley J. Miller, CPA

Tyler A. Paine, CPA

Kyle G. Gingras, CPA

Susan E. Gauthier, CPA

\*\* Also licensed in Massachusetts

Dear Members of the Board of Selectmen and Ms. Marston

We are pleased to confirm our understanding of the services we are to provide the Town of Pittsfield for the fiscal years ended December 31, 2015, 2016, and 2017. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Pittsfield as of and for the fiscal years ended December 31, 2015, 2016, and 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Town of Pittsfield's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Pittsfield's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Town's Proportionate Share of Net Pension Liability
- 3) Schedule of Town Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Pittsfield's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules
- 2) Individual Fund Schedules

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing

**PLODZIK & SANDERSON**  
*Professional Association / Accountants & Auditors*

standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Pittsfield's financial statements. Our report will be addressed to the Board of Selectmen of the Town of Pittsfield. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevents us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Pittsfield's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.



### **Other Services**

As part of our engagement we will also prepare the financial statements of the Town of Pittsfield in conformity with U.S. generally accepted accounting principles based on information provided by you.

Additional services may be required in order to obtain sufficient audit evidence on which to base our opinion, and which are normally the responsibility of your accounting staff, such as bookkeeping and bank reconciliations. As required by U.S. generally accepted accounting principles, these non-attest services, and others such as non-audit related consultations and preparation of non-audit forms or filings will be covered under a separate agreement after consultation with you.

For these services, you agree to assume management responsibility; oversee these services by designating an individual who possesses suitable skills, knowledge, or experience, to evaluate the adequacy and results of those services; and accept responsibility for the results of those services.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and; therefore, we are not required to read the information contained on those sites or to consider the consistency of other information on the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.



**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Plodzick & Sanderson Professional Association and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Plodzick & Sanderson Professional Association personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Sheryl A. Pratt, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services are estimated to be \$19,140 for the fiscal year ended December 31, 2015; \$19,240 for the fiscal year ended December 31, 2016; and \$19,340 for the fiscal year ended December 31, 2017. If it is determined that a Single Audit is required, the fees will increase by \$1,850 each year. These fees are approximate and will be billed at our standard hourly rates which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, and currently range between \$50 and \$165 per hour. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Pittsfield and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

*Plodzick & Sanderson*  
PLODZIK & SANDERSON  
Professional Association

**RESPONSE:**

This letter correctly sets forth the understanding of the *Town of Pittsfield*.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE  
NOTE  
TWO Signatures  
are Required**



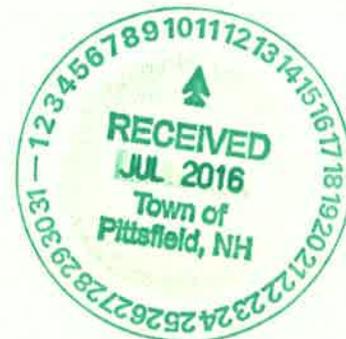


## *Avitar Associates of New England, Inc.*

*A Municipal Services Company*

July 7, 2016

**Town of Pittsfield  
Lawrence J. Konopka, Chair  
Board of Selectmen  
P.O. Box 98  
85 Main Street  
Pittsfield, NH 03263**



Dear Chairman Konopka:

Having read your letter dated May 31, 2016 received June 15, 2016, I find it somewhat in error concerning the facts and our performance of the job under our contract. Avitar was never in breach of the contract. We performed all our duties professionally and as accurately as possible. The error was a result of the property owner listing inventory data under the wrong Federal Energy Regulating Commission (FERC) code. The data was accurately entered and total original costs were balanced after entry to the original reports provided. For all we knew, not having any prior data to cross check, it appeared accurate. The fact that the assessment increased significantly from the prior years' assessment based on DRA's values, I believe, was not unusual, as we are generally always significantly higher than DRA. We were not negligent, casual or unprofessional. In fact, the minute the error was discovered after hearing from the property owner and several communications with them, I notified the Board immediately and shortly thereafter met with the Board to review the situation. While it was large and unfortunate, it was not a negligent error on our part, but rather an unfortunate error.

Once found, we did not ignore it or attempt to hide it, we brought it to your attention. Had we ignored it, denied the abatement and let it come up as an appeal in 2016 or 2017, the correction then would have been far more devastating and you may have had a case of breach of contract or unethical behavior then! But the fact is, we honored the contract, informed you immediately of the discovered problem and the needed abatement.

In paragraph 3 of your letter, you mention Section E of the contract which states in part as you noted in the letter, "the contractor shall hold the municipality, its agents, servants and employees harmless, at the contractor's sold expense, to any liability or legal proceedings occurring as a result of the contractor's action or omission, including injury, death, etc." You then correctly note that "proceedings resulting from appeals of property valuation or constitutional interpretations concerning property valuation are not subject to this clause."

While my prior letter to the Board several months ago stated that maybe I should have caught the coding error by the property owner, not having the luxury of previously assessing the property or any prior detailed inventory data as I had never assessed it prior, made my ability to see a coding

error unlikely. But even if we had prior data and the code error squeaked through, it would not be malicious, negligent or a breach of contract, but rather what it was, an unfortunate error, which caused the tax rate for 2015 to be lower than it should have been.

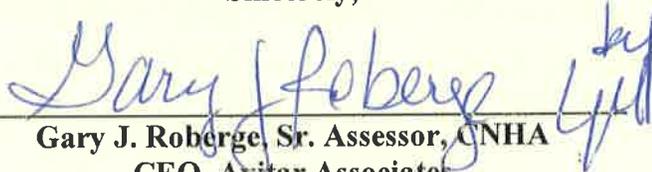
You further noted that the property was not inspected as the contract called for. However, as noted in the contract, utility properties are valued based on the replacement cost new less depreciation approach based on data provided by the utility. There is no inspection of public utility properties.

As far as the creation of unique codes within FERC and the Handy Whitman Cost manuals, whenever a situation is discovered where the same code is used for different property types, we do create unique codes in an attempt to resolve that issue. Now that this issue was discovered with this property, we have created unique codes to ensure it doesn't happen again.

Avitar, at our meeting with the Board several months ago, in good faith agreed to pay the interest the town incurred as part of the tax refund.

We did not breach our contract as you stated and we did clearly perform in a "good and workmanlike" manner. Having said all that, in an attempt to help the town, the damages as we see it are the interest paid on the refund, which we already reimbursed the town for and possible interest paid on the additional monies the town may have had to borrow to pay the abatement over and above the \$99,461 overlay for 2015 you mentioned. However, again, in an effort to help the town, we will agree to forgive \$2,125.00 which equals half of the remaining contract (July - December -  $6 \times \$708.33 = \$4,249.98$ ) for 2016.

Sincerely,

  
\_\_\_\_\_  
Gary J. Roberge, Sr. Assessor, CNHA  
CEO, Avitar Associates

GJR/sjc

## Cara Marston

---

**From:** Welch, Whitney <Whitney.Welch@dos.nh.gov>  
**Sent:** Monday, July 11, 2016 3:28 PM  
**To:** Cara Marston  
**Cc:** Moore, Parker; Morton, ShawnaLeigh  
**Subject:** Grant Agreement - PITTSFIELD - HMGP 4209  
**Attachments:** Sample Meeting Minutes.doc

Good afternoon, Ms. Marston-

Thank you for submitting the Town of Pittsfield's completed Grant Agreement to demolish the residential property located at 42 Chestnut Street. Unfortunately the meeting minutes need to reflect the exact match amount the Town of Pittsfield will be responsible for. Please use the sample meeting minutes I have attached to revise the requested document. Once received I will continue to process the Grant Agreement for internal review. Please do not hesitate to contact myself or your assigned HSEM Field Representative with any questions.

Thank you,

Whitney

### **Whitney Welch**

Hazard Mitigation Planner

Planning Section

NH Dept. of Safety-Homeland Security & Emergency Management

110 Smokey Bear Blvd, Concord, NH 03301 (physical)

33 Hazen Dr., Concord, NH 03305 (mailing)

**Direct:** 603-223-3667 **Cell:** 603-931-0021 **Fax:** 603-223-3609

**E-mail:** [whitney.welch@dos.nh.gov](mailto:whitney.welch@dos.nh.gov)

**Website:** <http://www.nh.gov/safety/divisions/hsem/>

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited and may be subject to criminal prosecution. If you have received this e-mail in error, please immediately notify Whitney Welch by telephone at 603-223-3667. You will be reimbursed for reasonable costs incurred in notifying us.

## Sample Meeting Minutes

### ***Please use this language when documenting meeting minutes accepting the grant***

"The Town of Pittsfield Board of Selectmen, in a majority vote, accepted the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of \$30,617.00 to demolish a residential property located at 42 Chestnut Street, in the AE zone of the Suncook River. Furthermore, the Board acknowledges that the total cost of this project will be \$40,823.00, in which the Town will be responsible for a 25% match (\$10,206.00)."

*If the Board wants just the Town Manager/Administrator to sign the agreement, include this statement in the meeting minutes: "Further, the Board authorizes the Town Manager to sign all documents related to the grant."*

*As a reminder, please have the Governing Board and notary/justice of the peace sign and date the Grant Agreement the **same date (this date should be the same as the meeting was held)**.*

## Cara Marston

---

**From:** Andrea Riel <pittsfieldtowncrier@hotmail.com>  
**Sent:** Thursday, July 07, 2016 10:36 AM  
**To:** Jeff Cain; Cara Marston  
**Cc:** Rick Walter  
**Subject:** Parking Lot on Depot Street

Hi Chief Cain/Cara,

What is the status of the parking lot on Depot Street? Would I be able to direct some of the vendors and/or event participants for Old Home Day to park there?

If so, should we have some kind of a Voucher or Flyer to be placed on the windshield indicating they have permission??

Thank you,  
Andi

Andrea Riel  
603.435.6346



# TOWN OF PITTSFIELD

Office of the Town Clerk/Tax Collector

85 Main Street, Pittsfield, N.H. 03263

Tel (603) 435-6773 ~ Fax (603) 435-7922 ~Email [eanthony@pittsfieldnh.gov](mailto:eanthony@pittsfieldnh.gov)

June 20, 2016

To: Board of Selectmen

From: Erica Anthony, Town Clerk/Tax Collector

In an effort to keep complete and consistent records, I am respectfully requesting officially signed copies of all formally acted upon ordinances and policies going forward so that there is an "Official" copy when needed for any disputes, court cases, etc.

Thank you for your consideration.

*Erica Anthony*



## Memorandum

**TO:** All NHMA Members

**FROM:** Judy Silva, Executive Director  
Cordell A. Johnston, Government Affairs Counsel

**DATE:** June 20, 2016

**RE:** 2017-2018 Legislative Policy Process *Important Dates!*

---

**FLOOR POLICIES DUE: August 12** ♦ **POLICY CONFERENCE: September 23**

---

The NHMA legislative policy process is moving forward! Enclosed with this memo is a copy of the policy recommendations made by NHMA's three policy committees. This document will also be posted on NHMA's website, [www.nhmunicipal.org](http://www.nhmunicipal.org).

The policy recommendations are listed by committee: (1) General Administration and Governance; (2) Finance and Revenue; and (3) Infrastructure, Development, and Land Use. Each committee's recommendations are listed in order of priority, as "action," "priority," or "standing" policy recommendations. Also enclosed is a list of NHMA's Legislative Principles, which will be considered for re-adoption at the Legislative Policy Conference, along with the recommended policies.

***We urge each municipality's governing body, prior to the Legislative Policy Conference, to vote a position on the recommendations and floor proposals (see reverse) to provide direction to your voting delegate at the Conference.*** Otherwise, your delegate is free to cast your municipality's vote as he or she chooses. For more information about the legislative policy process and the Policy Conference, please see the enclosed Questions and Answers document.

## **Floor Proposals**

The deadline for submitting floor proposals is **Friday, August 12**. A floor proposal will be accepted only if it is *approved by a majority vote of the governing body* (Board of Selectmen, Aldermen, or Council) of the town or city submitting the proposal, is submitted in writing, and is received **no later than August 12**. We will mail all floor proposals to each municipality so there will be an opportunity to take a position on them before the Policy Conference. Floor proposals should be in the same format as proposals submitted to the policy committees.

A Floor Policy Proposal form has been included for your convenience, or you may find it on the NHMA website. (Go to [www.nhmunicipal.org](http://www.nhmunicipal.org), click on "Advocacy," then "Policy-Setting Process," then "Download 2017-2018 Floor Policy Proposal Form.") To submit a floor proposal, please send it to NHMA, 25 Triangle Park Drive, Concord, NH 03301, fax it to 224-5406, or e-mail it to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

## **Legislative Policy Conference**

The 2017-2018 Legislative Policy Conference is scheduled for **Friday, September 23, 2016, at 9:00 a.m. at NHMA's office, 25 Triangle Park Drive in Concord**. We will include with the floor proposal mailing a card for each town or city to return indicating who has been appointed as the municipality's voting delegate.

Please call the Government Affairs Department at 800-852-3358, ext. 3408, if you have any questions.

## 2017-2018 NHMA Legislative Policy Process Questions & Answers

**1. What is the purpose of establishing NHMA legislative policy?** The New Hampshire Municipal Association (NHMA) is the voice of New Hampshire's cities and towns before the state legislature and state agencies. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization – NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns.

The NHMA Board of Directors oversees NHMA's advocacy activities. Legislative policy positions direct the board and NHMA staff in representing municipalities before the legislature and state agencies.

**2. How are legislative policy recommendations prepared?** In the spring of each even-numbered year, NHMA forms legislative policy committees addressing different aspects of municipal government. The three committees this year are:

1. Finance and Revenue;
2. General Administration and Governance; and
3. Infrastructure, Development, and Land Use.

These three policy committees consider issues and problems derived from their own experience as local officials, issues sent in by other members or brought to them by staff, past policy positions, and issues resulting from the most recent legislative session. Each committee holds several meetings during the spring and develops policy recommendations to be voted on by member municipalities at the Legislative Policy Conference.

**3. Who votes on adoption, amendment, or rejection of these recommendations, and when?** On Friday, September 23, 2016, at 9:00 a.m., the 2017-2018 NHMA Legislative Policy Conference will be held at NHMA offices (25 Triangle Park Drive) in Concord. ***Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.*** Each member municipality, regardless of size, has one vote on all policy matters.

In the absence of any other designation by the Board of Selectmen, Aldermen, or Council, a voting delegate card will be issued at the door (in order of priority determined by the NHMA Municipal Officials Directory) to:

Mayor/Chair of Board of Selectmen/Council Chair

**OR**

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

**OR**

Selectman/Alderman/Councilor

**OR**

City or Town Manager/Administrative Assistant

**4. Will other policy proposals be voted on at the conference?** Yes, municipalities will have the opportunity to submit floor policy proposals for consideration at the conference. Each floor policy proposal must be approved by the governing body of the municipality submitting it, but the

proposals will not be reviewed or recommended by NHMA's legislative policy committees. Floor policy proposals will be voted on separately at the conference.

**5. How does our voting delegate determine a position on these recommendations?** We urge each municipality's governing body to discuss the recommendations in advance of the Legislative Policy Conference and vote to take a position on each one, in order to give direction to the voting delegate. Otherwise, your voting delegate is free to cast your municipality's vote as he or she desires. *You do not need to notify NHMA of your positions on the policy recommendations; just provide that information to your voting delegate.*

**6. How are the policy recommendations presented and voted on at the Legislative Policy Conference?** The chair of the board of directors, as the presiding officer of the Legislative Policy Conference, introduces the entire set of recommendations of each policy committee, one committee at a time, as a slate. The chair and vice chair of each committee will be available to address questions. Any voting delegate may ask that a recommendation be set aside to be debated and voted on separately. The remaining recommendations are voted upon as a slate. When the slate from each policy committee has been voted, the voting delegates will then return to those items set aside for separate debate and vote. It is at this time that individual items can be killed, amended, passed over, laid on the table, etc. Votes are by a display of special voting delegate cards.

**7. Are policies adopted by a simple majority vote?** No. NHMA's by-laws require a two-thirds affirmative vote of those members present and voting for approval of any NHMA legislative policy.

**8. Why is the Legislative Policy Conference separate from the November annual meeting?** The Legislative Policy Conference must be held before the annual conference in order to meet the legislative deadlines for the filing of new bills. The staff needs time after adoption of policies to draft bills and secure sponsors.

**9. How will I know what policies are adopted if I don't go to the Legislative Policy Conference?** The final 2017-2018 NHMA Legislative Policies will be printed as a supplement in the November/December 2016 issue of *Town & City* magazine. We will also post them on NHMA's web site at [www.nhmunicipal.org](http://www.nhmunicipal.org).

**10. What happens if an issue that is not covered by any of these policies comes before the legislature?** The NHMA Board determines the position that the staff will advocate on issues not covered by specific NHMA Legislative Policy. The policy conference also endorses a set of Legislative Principles, which augment the specific legislative policy positions by setting forth general principles that guide staff in their advocacy efforts.



## **Legislative Principles**

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Consider unfunded mandate issues that violate Part 1, Article 28-a of the New Hampshire Constitution to be paramount. Identify them and oppose them.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms tax, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain existing local authority.
4. Support issues which provide greater authority to govern more effectively, efficiently and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or other NHMA policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on all state boards, commissions, and study committees which affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional cooperation and delivery of municipal services.
10. Support efforts to develop a statewide technology network that fosters increased communication and greater compatibility among levels of government and within and between agencies in all levels of government.

# New Hampshire Municipal Association 2017-2018 Legislative Policy Process

## Final Policy Recommendations

### General Administration and Governance

#### Action Policy Recommendations

##### **1. Funding for the Police Standards and Training Council**

**To see if NHMA will SUPPORT** the continued operation of the NH Police Academy and the high quality uniform training it provides for all law enforcement officers in the state, including municipal police officers, which aids in the delivery of quality policing services and interagency cooperation to the benefit of all citizens.

- a) **To see if NHMA will SUPPORT** the continued existence of the Police Standards and Training Council (PSTC), the compliance functions it performs, and its oversight of the operations of the NH Police Academy.
- b) **To see if NHMA will SUPPORT** continued funding at the state level for the Police Academy and the PSTC. Local law enforcement agencies produce considerable funds through fines and penalty assessment monies which accrue to the State and are used for State purposes. **To see if NHMA will OPPOSE** any increase in municipal costs for police officers to participate in the training, recognizing that municipalities now pay salary, benefits, and all employment-related costs for trainees while at the Academy, as well as provide staff and instructors at no cost to the Academy.
- c) **To see if NHMA will SUPPORT** the continued use of penalty assessment funds to support the PSTC and **OPPOSE** transferring the penalty assessment funds from PSTC to the general fund.
- d) **To see if NHMA will SUPPORT** separating PSTC operational expenses from capital expenses, and the funding of capital expenses through the State Capital Budget process.
- e) **To see if NHMA will SUPPORT** the development of a sustainable, predictable, and stable plan for funding the PSTC and the Academy at the State level which is sufficient to meet the funding needs and efficient in administration. **To see if NHMA will SUPPORT** funding to supplement the penalty assessment revenues from sources such as an insurance surcharge, an additional fee for accident reports, an increase in the state motor vehicle registration fee, provided such revenues are dedicated to the PSTC.
- f) **To see if NHMA will SUPPORT** working with the PSTC and the legislature to explore other funding sources to supplement revenues to ensure the future viability of the PSTC.

##### **2. Consultation with Counsel Expansion Under RSA 91-A**

**To see if NHMA will SUPPORT** legislation to amend RSA 91-A so that exempt consultation with legal counsel would also include discussions about written legal correspondence provided by legal counsel, without requiring the presence of counsel at the meeting.

### **3. Building Plans Under RSA Chapter 91-A**

To see if NHMA will SUPPORT an amendment to RSA 91-A:5, IV to specifically add building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application as an exempt record under the statute.

## **Priority Policy Recommendations**

### **4. EMS Licensing Rules**

To see if NHMA will SUPPORT changes to statute or administrative rules as they apply to licensing of providers of emergency medical services, requiring directors of licensed units to report to the Commissioner of Safety the status of licensed providers within their unit who are suspended or terminated for any reason, including any and all incidents which would be cause for revocation of a provider license as detailed in the administrative rules.

### **5. Electronic Poll Books**

To see if NHMA will SUPPORT legislation that would enable the use of electronic poll-books for municipalities with funding coming from the HAVA funds made available to the NH Secretary of State by the United States Election Assistance Commission specifically for the purpose of improvement to the administration of federal elections in the State, as well as support legislative changes to statutes to make the use permissible under State laws.

### **6. Municipal Welfare Fraud Penalties**

To see if NHMA will SUPPORT amending the local welfare statutes so that the so-called "welfare fraud" statues (RSA 167:17-a through 17-c, currently applicable only to offenses against state assistance programs) will also apply to the same types of fraud offenses when committed against a municipal assistance program operated under RSA chapter 165.

### **7. Right to Know Costs and Specificity Required**

To see if NHMA will SUPPORT amendments to RSA chapter 91-A allowing municipalities to recover the taxpayer costs of retrieving, reviewing and reproducing documents, including electronic documents, and clarifying the level of specificity required when requesting public records.

### **8. Official Ballot Budget Postings**

To see if NHMA will SUPPORT the amending of RSA 40:13 to provide for the posting of a warrant and proposed budget for the first session of the annual town meeting (deliberative session) and a final warrant and proposed budget for the second session of the annual meeting (voting day); the final warrant and proposed budget to reflect any amendments or changes approved by the first session and to be posted as required within 14 days of the close of the first session of the annual meeting

### **9. Public Notice Requirements**

To see if NHMA will SUPPORT legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification.

## **10. Municipal Departments and MV Information**

To see if NHMA will SUPPORT legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for all governmental purposes such as verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes.

## **Standing Policy Recommendations**

### **11. Manner of Selecting Clerk in Charter Towns**

To see if NHMA will support legislation allowing towns that have adopted a charter under RSA chapter 49-D to determine how the town will choose its town clerk.

### **12. Sewer and Storm Ordinance Violations**

To see if NHMA will SUPPORT legislation which would allow municipalities to recover costs for sewer and storm water ordinance violation enforcement, to include legal expenses, investigative costs, and mitigation expenses.

### **13. Preservation of Municipal Immunity**

To see if NHMA will OPPOSE legislation that weakens, reduces, or diminishes the immunity of municipal, school, or county governments for damages and claims resulting from recreation facilities and activities, operation of equipment and motor vehicles, maintenance of highways and sidewalks, acts committed by employees with firearms, or any other activities related to government operations where limited liability already exists.

### **14. Welfare Lien Priority**

To see if NHMA will SUPPORT legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage.

### **15. Petition Signature Requirements**

To see if NHMA will SUPPORT legislation amending RSA 39:3 to require that in towns with an official ballot referendum town meeting (SB2/RSA 40:13), petitioned warrant articles must be signed by not less than 2% of registered voters, but in no case fewer than 10 voters or more than 150 voters.

### **16. Long-Term Storage of Records**

To see if NHMA will SUPPORT legislation modifying the requirement that municipal records retained for longer than ten years be transferred to paper, microfilm, or both.

### **17. Human Resources Record Retention**

To see if NHMA will SUPPORT legislation that amends the record retention requirements for successful job applications and personnel records from 50 years after termination or retirement to 20 years after termination or retirement.

**18. Consolidated Policy on Collective Bargaining Items**

**Evergreen Clause:** To see if NHMA will **OPPOSE** legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

**Binding Arbitration:** To see if NHMA will **OPPOSE** mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

**Right to Strike:** To see if NHMA will **OPPOSE** a right to strike for public employees.

**Mandated Employee Benefits:** To see if NHMA will **OPPOSE** any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits which may increase employer costs in future years, for current or future employees.

**19. Contracted Services and Bargaining**

To see if NHMA will **SUPPORT** legislation to give public employers greater flexibility to privatize or use contracted services.

**20. Maintenance and Policing of State-Owned Property**

To see if NHMA will **SUPPORT** legislation to enable municipalities to recover the expenses of policing state-owned land against all illegal activity (including public consumption of alcohol and littering), including the ability to receive reimbursement/compensation from individuals engaged in the illegal activity.

**21. Supervisor of the Checklist Sessions**

To see if NHMA will **SUPPORT** legislation to reduce to one the number of required sessions that the supervisors of the checklist must hold prior to town elections.

**22. Municipal Recreation Programs**

To see if NHMA will **SUPPORT** the continued exemption from state child care licensing for municipal recreation department programs and also supports the exemption from state camp licensing for municipal recreation department summer programs.

**23. Appointment of Town Clerks and Town Clerks/Tax Collectors**

To see if NHMA will **SUPPORT** legislation to allow the legislative body to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors.

**24. Warrant Article Language; Adoption by Reference**

To see if NHMA will **SUPPORT** legislation to amend RSA chapter 48-A, Housing Standards, to allow a town to adopt a proposed housing standards ordinance on the ballot by reference, as opposed to printing the entire ordinance on the warrant.

**25. Perambulation**

To see if NHMA will **SUPPORT** legislation to eliminate the RSA 51:2 requirement to perambulate town boundaries every 7 years.

## **26. Limitation on RSA 41:14-a Review**

To see if NHMA will SUPPORT amending RSA 41:14-a to exclude the requirement for planning board and conservation commission review and recommendations for the acquisition or sale of liens, tax deeds, cemetery deeds, releases or specific conveyances that are authorized by a town meeting vote.

## **27. Independent Redistricting Commission**

To see if NHMA will SUPPORT the establishment of an independent redistricting commission for the appointment of representative, senatorial, executive council, and congressional districts.

# **Finance and Revenue**

## **Action Policy Recommendations**

### **1. Collection of Delinquent Taxes on Manufactured Housing**

To see if NHMA will SUPPORT legislation to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing on land of another. Such commission to include appropriate interested stakeholders.

### **2. Use of RSA 83-F Utility Values**

To see if NHMA will SUPPORT changing RSA 83-F to prevent any determination of utility value by the Department of Revenue Administration from being used in any way by the utility taxpayer in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17.

### **3. Current Use Assessment**

To see if NHMA will SUPPORT legislation authorizing the Current Use Board to establish assessment ranges that are 20% higher than other categories for those properties that do not comply with the documentation and filing requirements requested by municipalities in accordance with ASB assessment review guidelines.

## **Priority Policy Recommendations**

### **4. Tax Exemptions for Charitable Organizations**

To see if NHMA will SUPPORT creating a commission to study reimbursement through PILOTs for municipal services provided to exempt charitable properties, including charitable non-profit housing project under RSA 72:23-k.

### **5. Meals and Rooms Tax Distribution**

To see if NHMA will SUPPORT annual funding of the meals and rooms tax distribution to municipalities in accordance with catch-up provision provided under RSA 78-A:26.

## **6. Pollution Control Exemption**

To see if NHMA will **SUPPORT** repeal of the so-called "pollution control exemption" (RSA 72:12-a) or amendment of the statute to impose a term limitation on any exemption granted.

## **7. Income Approach on Appeal**

To see if NHMA will **SUPPORT** legislation that prohibits the use of the income approach when used by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information.

## **8. Clarification of Elderly Exemption**

To see if NHMA will **SUPPORT** changes in RSA 72:39-a, 72:29, and 72:39-b to define "household income" for elderly exemption qualification consistent with the definition of "household income" used by the state in qualifying residents for the Low & Moderate Income Homeowners Property Tax Relief Program under RSA 198:56-57 and Rev 1200.

## **9. 10% Limitations**

To see if NHMA will **SUPPORT** amending RSA 32:18 to limit town meeting and/or SB 2 deliberative sessions from increasing or decreasing the total amount appropriated by no more than 10 percent of the budget committee's recommended budget.

## **10. Prorating Disabled, Deaf and Blind Exemptions**

To see if NHMA will **SUPPORT** legislation prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

## **11. Flood Control Payments**

To see if NHMA will **SUPPORT** legislation to fully fund flood control payments in lieu of taxes to municipalities pursuant to the Merrimack River and Connecticut River interstate flood control compacts regardless of payments from other states.

## **12. Charitable Definition and Mandated Property Tax Exemptions**

To see if NHMA will **SUPPORT** legislation that expands the definition of "charitable" in RSA 72:23-1, unless the state reimburses municipalities for the loss of revenue, and will **SUPPORT** creating a method of reimbursement to municipalities for state-owned property.

# **Standing Policy Recommendations**

## **13. Sale of Tax Deeded Property**

To see if NHMA will **SUPPORT** amending RSA 80:89 to require proof that the municipality sent the required notice of impending tax deed rather than proof that the taxpayer actually received the notice.

#### **14. Local Option Revenue Sources**

To see if NHMA will **SUPPORT** creation of enabling legislation that allows cities and towns to create local revenue sources to meet the unique needs of each community in order to help offset the overreliance on the property tax in order to help defray the cost of municipal services, infrastructure improvements and capital needs.

#### **15. Tax Rate Setting**

To see if NHMA will **SUPPORT** legislation to improve the overall efficiency and timeliness of the tax rate setting process, and will **OPPOSE** statutory changes to school districts, village districts, trustees of trust funds, utility values or information from other state agencies that may impede or delay the tax rate setting process and/or cause unnecessary borrowing due to late tax rate setting.

#### **16. All Public Real Estate Taxable if Used by Private Occupants**

To see if NHMA will **SUPPORT** legislation to clarify that taxation of a private occupant on public land is required by statute, even if an agreement or lease does not include a tax provision or the specific wording of RSA 72:23, I(b).

#### **17. Recording Fees for Elderly and Disabled Deferrals**

To see if NHMA will **SUPPORT** legislation to recoup recording fees as part of the payment process in RSA 72:38-a, IV for the elderly and disabled deferrals.

#### **18. Downshifting of State Costs and State Revenue**

To see if NHMA will **OPPOSE** legislation which will downshift state costs or state program responsibilities, either directly or indirectly, to municipalities and/or counties, resulting in increased municipal and/or county expenditures, whether in violation of Article 28-a or not, and will **OPPOSE** any reductions, deferrals and/or suspensions of state revenue to political subdivisions, such as revenue sharing, meals and rooms tax distribution, highway block grants, environmental state aid grant programs, adequate education grants, catastrophic aid, or any other state revenues.

#### **19. State Revenue Structure and State Education Funding**

To see if NHMA will **SUPPORT** asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- a) That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- b) That revenue sources are predictable, stable and sustainable and will meet the long term needs and financial realities of the state;
- c) That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- d) That the revenue structure is efficient in its administration;
- e) That changes in the revenue structure are fair to people with lower to moderate incomes.

To see if NHMA will **SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given.

## **20. New Hampshire Retirement System (NHRS)**

To see if NHMA will **SUPPORT** the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, to see if NHMA will **SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, NHMA:

- a) **SUPPORTS** legislation that will strengthen the health and solvency of the NHRS, ensure the long term financial sustainability of the retirement system for public employers, and consider options and alternatives that provide reasonable changes in contribution rates;
- b) **OPPOSES** any legislation that: 1) expands benefits that would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered;
- c) **SUPPORTS** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan; and
- d) **SUPPORTS** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees.

## **21. Utility Appraisal Method**

To see if NHMA will **OPPOSE** mandating the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action, and will **SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

## **22. Management of Trust Funds**

To see if NHMA will **SUPPORT** amendments to RSA 292-B:2 to include funds held by a town or other municipality under RSA 31:19, RSA 202-A:23, or a fund created by a town or other municipality under RSA 31:19-a to be included in those institutional funds subject to the Uniform Prudent Management of Institutional Funds Act.

## **23. Minimum Vote Required for Bond Issues**

To see if NHMA will **OPPOSE** legislation to increase the 60% bond vote requirement for official ballot communities.

## Infrastructure, Development, and Land Use

### Action Policy Recommendations

#### 1. Site Evaluation Committee and Local Input

To see if NHMA will SUPPORT legislation requiring applicants to the Site Evaluation Committee under RSA 162-H to notify and appear before the governing body of each New Hampshire municipality in which a proposed facility will be located or will have a visual or other impact, and to accept comments from the governing body and the public, and further requiring notification to each municipality of any public hearing on the application and giving each municipality and its residents the right to comment at any public hearing.

#### 2. Municipal Cooperation

To see if NHMA will SUPPORT legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts.

#### 3. Waiver of Bond for Projects Under \$150,000

To see if NHMA will SUPPORT amending RSA 447:16 to allow the governing body, in its discretion, to waive the bonding requirement for a public works contract if the contract involves an expenditure of less than \$150,000.

### Priority Policy Recommendations

#### 4. Restoration of Full General Revenue Funding for Municipal State Aid Grant (SAG) Programs

To see if NHMA will SUPPORT legislation to restore full general revenue funding of municipal wastewater, public drinking water and landfill closure grants administered by the NH Department of Environmental Services.

#### 5. Transportation Funding

To see if NHMA will SUPPORT a state transportation policy that ensures adequate funding for state and municipal highways and other modes of transportation. The policy should include:

- a) Maintenance of the proportionate share of the state highway fund that is distributed to cities and towns under current law.
- b) Increased funding, which may include the state road toll, local option fees, and other revenue sources as necessary.
- c) No further diversion of state highway funds for non-highway purposes.

#### 6. Solid Waste Revolving Funds

To see if NHMA will SUPPORT legislation to allow municipalities to establish, by vote of the legislative body, revolving funds for their solid waste programs, including but not limited to solid waste collection and disposal, and the operation of any municipally operated transfer station, in addition to recycling.

## **7. Clarify Establishing Highways**

To see if NHMA will SUPPORT legislation clarifying that the dedication and acceptance method of highway creation requires express acceptance by vote of the legislative body, or the board of selectmen if so delegated.

## **8. Water Fund**

To see if NHMA will SUPPORT (1) the establishment of a water trust fund to ensure adequate annual investment in water infrastructure, and (2) sustainable revenue sources for the water trust fund.

## **9. Utility Infrastructure**

To see if NHMA will SUPPORT legislation clarifying that municipalities may incur debt for the purpose of creating or improving broadband and other utility infrastructure.

## **10. Complete Streets**

To see if NHMA will SUPPORT development of a statewide complete streets policy that considers the interests of the state's municipalities.

## **11. Increase or Elimination of Net Metering Cap**

To see if NHMA will SUPPORT increasing or eliminating the statutory cap on net energy metering and group net energy metering, and SUPPORT legislation to increase the maximum allowable capacity for net-metered renewable energy projects to at least 5 megawatts.

## **12. Severe Weather Events**

To see if NHMA will SUPPORT legislation that enables the state and municipalities to mitigate the effects of extreme weather events, including the promotion of resilient infrastructure and practices, and SUPPORT regional and federal policies that work to limit or reverse the increasing frequency and intensity of such events.

## **Standing Policy Recommendations**

### **13. Oppose Statewide Zoning Mandates**

To see if NHMA will SUPPORT a policy recognizing the legislature's authority to establish statewide priorities in zoning and land use regulation, but opposing legislation that does not allow reasonable local control in implementing those priorities, or that mandates specific criteria that municipalities must follow.

### **14. Municipal Use of Structures in the Right-of-Way**

To see if NHMA will SUPPORT legislation to authorize municipalities to use, for any municipal purpose, the space designated for municipal good upon all poles, conduit and other structures within their rights-of-way without paying unreasonable make-ready costs. This includes the right to use that space for data and voice transmission to, from, and by the municipal government, schools, library, and other governmental institutions. It also includes a requirement that the owners of utility poles and conduit do the necessary work for that space to be available.

## **15. Regional Water Quality**

To see if NHMA will **SUPPORT** legislation to encourage the State of New Hampshire and its political subdivisions to work cooperatively on a watershed or regional basis in addition to dealing with all water quality issues as individual communities.

## **16. Conservation Investment**

To see if NHMA will **SUPPORT** permanent funding for the Land and Community Heritage Investment Program and **OPPOSE** any diversion of such funds to other uses.

## **17. Environmental Regulation and Preemption**

To see if NHMA will **SUPPORT** legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required.

## **18. Energy, Renewable Energy and Energy Conservation**

To see if NHMA will **SUPPORT** legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy sources, and promote energy conservation, and opposes any legislation that overrides local regulation.

## **19. Open Space Retention and Sprawl Prevention**

To see if NHMA will **SUPPORT** legislation encouraging statewide programs that provide incentives and assistance to municipalities to adopt land use planning and regulatory techniques that will manage growth and development and retain existing tracts of undeveloped open space.

## **20. Sludge/Biosolids**

To see if NHMA will **SUPPORT** reliable enforcement of scientifically based health and environmental standards for the management of sludge, septage, and biosolids; and **OPPOSE** any state legislation that would curtail the ability of municipalities to dispose of municipally-generated biosolids through land spreading, when done in accord with such scientifically based health and environmental standards.

## **21. Current Use**

To see if NHMA will **SUPPORT** any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board.



**New Hampshire Municipal Association  
2017-2018 Legislative Policy Process**

**Floor Policy Proposal**

Submitted by (name) \_\_\_\_\_ Date \_\_\_\_\_

City or Town \_\_\_\_\_ Title of Person Submitting Policy \_\_\_\_\_

Floor Policy Proposal approved by vote of the governing body on (date) \_\_\_\_\_

To see if NHMA will SUPPORT/OPPOSE:

---

---

---

---

---

Municipal interest to be accomplished by proposal:

---

---

---

---

---

Explanation:

---

---

---

---

---

---

---

---

---

---

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; or email to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org). **Must be received by August 12, 2016.**

(Assigned by Municipality)

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR TOWN OP#

    -    -    - T

For Tax Year April 1, 16 to March 31, 17

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

1. Town/City of: Pittsfield

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.  
R13-03

3. Intent Type: Original  Supplemental  (Original Intent Number)

4. Name of Access Road: True Rd.

5a. Acreage of Lot: 7.5 Acreage of Cut: 4

5b. Anticipated Start Date: JULY

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants)
  - b. Owner of Land and Stumpage (Tenants in Common)
  - c. Previous owner retaining deeded timber rights
  - d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

**REPORT OF CUT / CERTIFICATE TO BE SENT TO:**

OWNER  OR LOGGER / FORESTER

BY MAIL  OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Timber Tax Information is Available at [www.revenue.nh.gov](http://www.revenue.nh.gov)  
Questions?? Call (603) 230-5950

X [Signature] 7/8/16  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Jeremy D. Everson  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

X [Signature] 7-8-16  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Jeremy and Beth Everson  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

15 Park St  
MAILING ADDRESS

Pittsfield NH 03263  
STATE ZIP CODE

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	<u>20,000</u>	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	<u>8,000</u>	MBF
Ash		MBF
Beech & Soft Maple		MBF
Pallet or Tie Logs		MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen		
Pine	<u>60</u>	
Hemlock		
Whole Tree Chips		
Miscellaneous		
High Grade Spruce/Fir	Tons	
Cordwood & Fuelwood	<u>80</u>	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	Amount:
---------	---------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

Michael Bolduc  
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Michael Bolduc 7/8/16  
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

N.H. 03825  
STATE ZIP CODE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

